

Elaina Salas

People Team Generalist

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📍 Richmond, VA 23220

STRENGTHS

- 📋 **Program Coordination**
Keeps recurring People cycles visible through practical plans, clear owners, and steady follow through when priorities shift.
- 🗣️ **Employee Insight**
Turns survey responses and comments into useful themes. Leaders gained a clearer starting point for follow up conversations.
- 🔒 **Confidential Records**
Handles sensitive employee files with care and consistent controls. Colleagues rely on sound judgment during routine audits.
- ✉️ **Clear Communication**
Creates guidance, notices, and event materials that help employees act with confidence. A simple explanation often prevents delay.
- ⚙️ **Process Improvement**
Introduces practical workflow changes, including approved AI support. Manual preparation became lighter without removing human review.

SKILLS

HR Operations Employee Life Cycle

HRIS LMS

Performance Management

Learning and Development

Engagement Surveys

Internal Communications

Corporate Events

Project Management Onboarding

Offboarding Training Compliance

Employee Relations

Compensation Processes

SUMMARY

People operations professional with five years supporting **employee life cycle** programs, **learning and development**, engagement, performance management, recognition, rewards, and HR operations in fast paced organizations. Coordinates cross functional initiatives through clear project plans, operating calendars, accurate records, and consistent follow through. Administers HRIS, LMS, and **performance management systems** while protecting confidential information and supporting compliant practices. Builds engagement surveys, organizes findings, and turns employee feedback into practical action plans with People Partners and leaders. Supports onboarding, offboarding, training compliance, **internal communications**, all hands meetings, fireside chats, and policy administration. Uses sound judgment when handling sensitive questions and escalations. Brings organized execution, thoughtful communication, analytical reasoning, and practical AI enabled workflows that improve People program delivery and reporting.

EXPERIENCE

People Operations Generalist

Northstar Digital Services 📅 July 2024 - Present 📍 Richmond, VA

Coordinate People operations for a 430 employee professional services organization, connecting **employee life cycle**, learning, engagement, performance, recognition, communications, and compliance programs through shared plans and operating calendars.

- Connected onboarding, learning, engagement, performance, and **recognition** work through shared **project plans** and calendars.
- Administered HRIS, LMS, and performance records, resolving discrepancies before reporting cycles and protecting confidential documentation.
- Built annual engagement survey reporting, giving People Partners clear themes for follow up discussions and action plans.
- Coordinated **all hands meetings** and **fireside chats** through schedules, speaker materials, communications, logistics, and resources.
- Tracked anti harassment, safety, credential, and **continuing education** records, escalating overdue items to appropriate stakeholders.
- Introduced approved AI assisted workflows for project updates, survey themes, and training documentation with human review controls.

HR Operations Coordinator

Cedar Ridge Advisory Group 📅 October 2021 - June 2024 📍 Charlottesville, VA

Supported **employee life cycle** operations for approximately 260 employees, coordinating onboarding, employee records, **performance programs**, learning administration, rewards processes, communications, and sensitive escalations across multiple functions.

- Coordinated new hire setup, **onboarding** schedules, job changes, **offboarding** documents, and routine employee questions across functions.
- Audited personnel files and HR system records, routing sensitive **employee relations** matters through established escalation procedures.
- Managed performance review and recognition trackers, keeping manager guides, communications, and completion milestones aligned.
- Scheduled development sessions, updated LMS assignments, documented completion, and maintained current intranet guidance.
- Structured survey results and employee comments, helping HR leaders identify recurring communication and development themes.
- Validated employee data for compensation and **rewards** reviews, documenting process updates for consistent execution.

Human Resources Assistant

Harbor Point Community Services 📅 October 2020 - September 2021 📍 Norfolk, VA

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- People Operations Generalist at Northstar Digital Services (2.2 Years)
- HR Operations Coordinator at Cedar Ridge Advisory Group (2.7 Years)
- Human Resources Assistant at Harbor Point Community Services (11 Months)

Supported a busy HR team serving more than 180 employees through accurate records, **onboarding** logistics, training tracking, employee communications, meeting coordination, and research under experienced HR supervision.

- Organized personnel records and employee changes, supporting accurate workforce reporting for a busy HR team.
- Coordinated orientation materials, policy acknowledgments, system access checklists, and supervisor onboarding logistics.
- Tracked required training and professional credentials in **LMS** records, preparing status reports for HR leadership.
- Drafted employee notices, process instructions, and intranet updates under HR leadership review.
- Organized employee meetings and **recognition** activities while balancing stakeholder dependencies and multiple deadlines.
- Researched routine employment practice questions, documenting process changes and referring complex matters to senior professionals.

PROJECTS

Global Engagement Survey Program 📅 2025

Built a repeatable survey reporting approach that grouped employee feedback by business area, clarified themes, and helped People Partners coordinate practical follow up actions with leaders.

People Program Communications Hub 📅 2024

Improved access to current policies, guides, training information, and process instructions by organizing employee facing content across intranet resources and communications.

LEADERSHIP & AWARDS

- Recognized by People leadership for reliable coordination of engagement survey reporting and follow up planning.
- Selected to introduce approved AI assisted workflows that reduced manual preparation while preserving human review and confidentiality controls.
- Trusted by cross functional stakeholders to coordinate all hands meetings, fireside chats, and recurring People program deadlines.

EDUCATION

Bachelor of Science in Human Resource Management

Old Dominion University 🎓 GPA: 0 📅 2020 📍 Norfolk, VA

Coursework: Employee relations, organizational development, employment law, compensation management

CERTIFICATIONS

- SHRM Certified Professional 📅 2024
- AI Enabled People Operations Training 📅 2025

TECHNICAL SKILLS

- **HR Information Systems:** HRIS, employee records, data entry
- **Learning Systems:** LMS, training assignments, completion tracking
- **Performance Systems:** performance management systems, review cycles, manager guides
- **Engagement Analytics:** employee surveys, response analysis, qualitative themes
- **Project Coordination:** project plans, project trackers, operating calendars
- **Employee Life Cycle:** onboarding, offboarding, job changes
- **Communications Tools:** intranet content, employee notices, process guidance
- **Event Coordination:** all hands meetings, town halls, fireside chats
- **Compliance Tracking:** anti harassment training, safety training, professional credentials
- **Rewards Administration:** recognition cycles, compensation reviews, rewards processes
- **Employment Practices:** federal employment law, state employment law, policy administration
- **AI Productivity Tools:** AI assisted workflows, draft updates, survey organization

PROFESSIONAL AFFILIATIONS

- Society for Human Resource Management, professional member focused on practical People operations and workplace standards.
- Richmond human resources community, participant in conversations about employee engagement, learning, and compliant practice.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST